

LANGHAM OAKS SCHOOL

RESIDENTIAL TEAM

Night Awake

APPLICATION PACK



LANGHAM OAKS SCHOOL
is part of SEAX Trust





LETTER FROM THE HEADTEACHER

Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Alan Wells

Telephone: 01206 271571

Email: admin@langhamoaks.co.uk

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 80 places for boys, aged 10-16 with a residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school used to reside in a 19th century house with extensions for classrooms, but in October 2020, we received the keys to a brand new and specially designed building in the grounds (see photo below) which has completely transformed our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

Langham Oaks School was awarded good judgements by Ofsted in all four of the areas inspected in our latest inspection (October 2024). The good judgments cover the following 4 areas: -

- The quality of education
- Behaviour and attitudes
- Personal development
- Leadership and management

Langham Oaks School was also awarded good judgements by Ofsted in its Residential inspection in December 2024: -

- Overall experiences and progress of children and young people, taking into account
- How well children and young people are helped and protected
- The effectiveness of leaders and managers
- The residential special school provides effective services that meet the requirements for good



I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

Alan Wells

Alan Wells

Headteacher

Langham Oaks School



At Langham Oaks you will benefit from:-

- Alternate Fridays the working day finishes at 1 pm
- A full CPD programme on the alternate Fridays
- A dedicated wellbeing area with a supply of drinks and snacks provided
- A wellbeing group run by staff
- Coaching/Training
- Wellbeing "Whole School Approach Mental Health Award" Committed
- Mental Health Lead
- Buddy system
- Communication policy with expectations of response times for staff
- Education Mutual – employee assistance package
- Wellbeing afternoon supporting National Wellbeing Day
- Staff debrief at the end of each day
- Supervision

SEAX Multi-Academy Trust

Employee's Name

Employee's Signature Date

Night Awake Staff

Job

Description

& Person Specification

Job Title:	Night Awake Staff
Grade:	Scale 5 (Points 10 -13)
Based at:	Langham Oaks School
Reports to:	Residential Manager, Headteacher
Responsible for:	n/a
Liaison with:	School staff, pupils, parents/carers, outside agencies
Job Purpose:	- To be responsible for the health, welfare and comfort of all pupils - Carry out agreed behavioural and educational programmes, complete full nighttime reports, and any other records required - To monitor the pupils' sleeping in school - To alert the relevant member of staff as appropriate of any situation that needs support
Principal Accountabilities:	- To undertake and oversee all nighttime duties, ensuring prioritisation of key tasks - To prioritise the safeguarding, health, welfare and comfort of pupils at all times - To support the Head of the Residential facility in providing a professional, efficient and effective residential support service to the school - To monitor pupils throughout the night and report and record any detail as required - To alert relevant staff members to any situation needing support, as required - To maintain all relevant records in relation to the care of the young people



Specialist X Trust, Registered in England & Wales No 07747149. Registered Office: c/o Grove House School, Sawyers Hall Lane, Brentwood CM15 9BZ

Job Description: Night Awake Staff

Duties:

- To adhere to and work in accordance with the national Minimum Standards for Residential Special Schools
- To be fully aware of, and understand the duties and responsibilities arising from, the legislation, 'Keeping Children Safe in Education', in relation to child protection and safeguarding children as this applies to the role in the organisation
- To report any safeguarding concerns inline with the school systems and procedures.
- To attend evening debriefs with the Evening Co-ordinator, regarding the day and evening
- To check all young people who are boarding as per risk assessment, unless otherwise instructed, as need arises
- To ensure all young people who are boarding are accounted for and are in their own bed spaces throughout the night
- To produce and maintain accurate records and other paperwork, as required
- To liaise with other members of night staff as appropriate
- To ensure all main doors are secured after all members of the evening team have vacated the building
- To facilitate a young person who is wet or soiled during the night, ensuring privacy and dignity are maintained throughout
- To be trained to administer any prescribed medication in accordance with the school's medical policy
- To complete a weekly audit and stock take of all medication
- Establish warm, caring and professional relationships with the young people in his/her care
- Become familiar with and act in accordance with the Schools Health and Safety policies and fire regulations, ensuring the health, safety and security of all individuals and their environments at all times
- To work as required, with residential staff on planned programmes of Social, Emotional and Behavioural Development for individual pupils
- To participate in the implementation of an agreed pattern of sensitive and effective care, providing the young people with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development
- To use appropriate forms of communication with the young people in the residential provision
- To observe, advise and produce written reports on young people as required
- To liaise with day staff, ensuring adequate hand-over information is given regarding the young people during the night
- To contribute to the upkeep of the building and report the need for repairs

- To undertake Housekeeping duties, as required
- To attend required training courses and other appropriate courses, e.g. QCF Level 3 Diploma for Residential Childcare or NVQ equivalent, Level 2 Food Hygiene etc
- To be First Aid trained and to administer basic first aid as needed
- To attend regular supervision meetings
- To be conversant and act accordingly to any given emergency following the procedures in place, e.g. implement procedures for dealing with disturbances, intruders or inappropriate activity
- To be aware of emergency procedures, e.g. fire drills, and, as the most alert person during the night, to telephone the Fire Brigade in case of fire
- To undertake and work in accordance with the whole school approach to Physical Intervention Training
- To perform such additional duties that are in keeping with the nature of the post which shall be determined by the Headteacher or Residential Manager and his or her representative on duty. The first priority should be given to the security and protection of the young people
- You may be required to work during normal school hours for activities week and Trust training days to ensure adequate cover.

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

Pupil-Facing Staff – Important Additional Information

Langham Oaks School caters for male learners aged 10-16 years, some of which have a residential place at the school from Mondays to Thursdays. All learners have an Education Health & Care Plan and are classed as '**Social, Emotional & Mental Health**' ('**SEMH**') as their main category of need. In addition, they may have a diagnosis of Autistic Spectrum Disorder, Attention Deficit Hyperactive Disorder, Social Communication Difficulties, complex emotional and/or behavioural difficulties.

All of the boys have complex needs and many have experienced trauma, which can result in behaviour that is challenging and concerning. Every member of staff needs to accept and understand that behaviour is a form of communication and that it should be viewed with curiosity

and empathy. All pupil facing staff are trained to use appropriate forms of physical intervention and will be expected to be involved in physical interventions when they are necessary, having first tried everything in their training to de-escalate situations.

All learners undertake part of their learning in a community setting and staff are expected to accompany the learners and take part in any off site activity, eg 'Beach/Forest Schools', therapy farm, sporting activities and social events, if required.

In order to work safely with our learners, the following personal abilities are extremely important and must be exercised at all times:

- The ability to follow all **individual personal and social support strategies** including consistently applying guidance designed to minimise challenging behaviour that puts the pupils themselves, or others, at risk of physical harm
- The ability to undergo training in the use of **physical interventions** and to subsequently be able to use any recommended interventions appropriately
- The ability to follow **behaviour guidelines** including those relating to occasions when learners will use behaviours to communicate – hitting, kicking, biting, swearing, spitting
- The ability to **react quickly** to safeguard the well-being of learners – eg if a pupil were to attempt to run away, either from the site or whilst on a visit or when a physical intervention is required

All class groups include a range of needs and consequently the expectations and daily responsibilities are the same for **all pupil-facing staff**.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Night Awake Staff

Qualifications & Experience			
Detail		Example	Desirable
Specific qualifications & experience	Relevant qualifications, e.g. NVQ in Care Level 3 or similar	✓	
	Experience in dealing with young people and children	✓	
	Experience in dealing with special needs	✓	
	Experience in a residential setting	✓	
	Ability to administer medication	✓	
Knowledge of relevant Procedures	Good knowledge of First Aid	✓	
	Relevant legislation, e.g. Children Act and Child Abuse legislation	✓	
Literacy	Clear and concise written and oral skills	✓	
Numeracy	Ability to count and undertake calculations	✓	
Technology	Ability to use photocopier, video, TV	✓	
Communication			
Written	Ability to write detailed reports	✓	
Verbal	Ability to exchange verbal information clearly with children and adults	✓	
Languages	Use initiative to overcome communication barriers with children and adults	✓	
Negotiating	Consult with children and their families and carers and other adults	✓	
Working with Children & Others			
Behaviour Management	Ability to demonstrate effective implementation of the Unit's behaviour management policy	✓	

SEND	Understand and support the differences in children and adults and respond appropriately	✓	
Curriculum	Understanding of the school curriculum	✓	
Child Development	Good understanding of children development	✓	
	Ability to assess progress and performance and recommend appropriate ways to support development	✓	
Health & Well being	Understand the importance of physical and emotional wellbeing and the safety of children	✓	
Working with partners	Use own initiative towards the contribution of the team supporting children, their families and carers	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of people	✓	
Information	Ability to provide timely and accurate information	✓	
Responsibilities			
Organisational skills	Good organisational skills, ability to remain calm under pressure	✓	
Line Management	N/A		
Time Management	Ability to manage own time effectively	✓	
Creativity	Ability to follow instructions and resolve problems independently, in a creative way	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection procedures	✓	

Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding of, and compliance with, the Trust's Data Protection Policy	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role	✓	

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:
www.seaxtrust.com www.essexschoolsjobs.co.uk

Required:	As soon as possible
Visits to the School:	If you would like to visit the school, please contact Nikki Dowling, Support Services Leader.
Closing Date:	1st September 2026
Interview:	TBC
Salary and Band:	LGPCD Pay Scale: 5 Points 10 - 13
Hours and Weeks:	40 hours per week/39 working weeks per annum [Term-Time]
Actual Salary:	£25,667.32 (Point 10) to £26937.06 (Point 13), plus an additional night awake allowance to be claimed at £47.14 per shift
Paid Leave:	5.7 to 6.4 weeks per annum, <i>depending on length of service</i>
Working Pattern:	Monday to Thursday 10.30 pm to 08.50 am (including 20 min break) 10 hrs per day x 4 days per week = 40hours
To apply:	Candidates should download and complete a SEAX Trust application form available from: www.seaxtrust.com and/or www.essexschoolsjobs.co.uk and return to SEAX Trust by the closing date above
Queries:	Ms Nikki Dowling Email: Nikki.Dowling@langhamoaks.co.uk Address: School Road, Langham, Colchester, Essex CO4 5PA Telephone number: 01206 271571



Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000

The **SEAX Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We look forward to hearing from you soon